



TRAINING OPPORTUNITY
Detrick Center for Training and Education
Excellence
Fort Detrick, MD

Course Title: Conducting Effective Meetings

Dates/Hour/Location: 10 Feb 05, Bldg 1520, 0800-1600

Course length: 1 Day

Registration Deadline: 28 Jan 05

Cost: \$100.00

Vendor/Address: Frederick Community College/JTA Customized
Training, 7932 Opossumtown Pike, Frederick, MD 21702

Course Overview:

Your Company Benefits When:

- ◆ Time is not wasted in purposeless meetings
- ◆ Meeting participants are prepared for meetings with defined purposes

Many factors contribute to meetings that waste time.

Conducting Effective Meetings helps participants via scenarios to define outcomes, manage & facilitate meetings and resolve problems with meeting attendees.

Results

- ◆ Describe four purposes of conducting meetings
- ◆ Identify meeting management skills
- ◆ Understand the role of the facilitator
- ◆ Learn the "IDEA" problem solving model as an effective meeting management tool

Target Audience: All Employees

Course Manager: Tel. 301-619-7554/3360, Fax 301-619-2884 or
E-Mail: USAGDCTEE@DET.AMEDD.ARMY.MIL

How to Nominate and Apply: FAX DD Form 1556 to DCTEE (301-619-2884 or DSN 343-2884) or mail to bldg 1520 by the registration deadline. Make sure Blocks 17,19, 23, 25, 32, 33, and 34 are properly completed. Include nominee's email

address and Training Coordinator's phone number and email address in Block 18. Training coordinators must add billing information in blocks 27 and 37. Do not attend unless you have received confirmation from the course manager. Although we try to accommodate all training needs, faxing a nomination to us does not guarantee a space allocation. Check with your activity Training Coordinator if you have not received confirmation two-four weeks prior to the class starting date.

NOTES:

Individuals who require special services or accommodations due to a disability should advise this office immediately (wheelchair access, interpreter, etc).